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THE BUSINESS AND COMMERCE BRANCH

A Special Bulletin Describing the Organization of the Various Courses of the Business and Commerce Branch

Detailed Courses of Study will be issued in a separate publication.

1962

Issued by Authority of
The Minister of Education

79273

THE BUSINESS AND COMMERCE BRANCH

Special Bulletin for Principals and Heads
of Commercial and Guidance Departments

April, 1962

The timetable charts illustrated in this pamphlet show the proposed organization of the following courses in the Business and Commerce Branch:

1. The Five-year Secretarial Course
2. The Five-year Accountancy Course
3. The Four-year General Business Course
4. The Four-year Accountancy Course
5. The Four-year Clerical Course
6. The Special One-year Course--General
7. The Special One-year Course--Business Management
8. The Two-year Course in Distributive Education (Merchandising)

The courses provided in any individual school will depend upon its size and location, local employment opportunities, the quality of guidance given to parents and pupils, and many other factors.

1. THE FIVE-YEAR SECRETARIAL COURSE (see chart, page 5)

This is a heavy course (five options) for pupils, usually girls, of superior ability.

The course has three main objectives:

(a) to provide a broad and challenging educational experience;
(b) to give vocational competency in the field of secretarial work;
(c) to make possible, through the selection of the required options, any area of post-high school education which the individual pupil may elect.

Advantages of the Five-year Secretarial Course

1. By the end of Grade 11, students will be competent to undertake summer employment in the secretarial field where part-time and part-year opportunities are always available. Students who come from homes having limited financial resources may plan further education with the assurance that they will have the ability to earn their own way, if necessary.

2. Summer employment in the secretarial field will help to develop qualities of application and initiative which will assist the students in all of his school work.

3. Many young ladies complete university courses and then take instruction in shorthand and typewriting in order to qualify for employment in occupations as diverse as the Foreign Service and editorial work. Graduates of the five-year secretarial course. will have these valuable skills before entering the university.

4. Typewriting and shorthand are both high-speed mechanisms for recording and transmitting ideas. They can be applied constantly in the learning of other subjects. Skilful note-taking in shorthand (not verbatim reporting of lectures) is today receiving attention as a valuable personal skill; the ability to compose at the typewriter, at a speed several times that of handwriting, is one which every student can use to advantage.

5. Students graduating from the five-year Secretarial Course can follow any university programme-medicine, modern languages, dentistry, general arts, nursing--in fact the only university course which they should not contemplate is Secretarial Science (because they have the secretarial skills by the time they graduate from the secondary school).

Disadvantages

Since the students must elect three academic options plus the time of two options in business subjects, they are denied the opportunity of taking other highly-desirable options offered in the secondary school.

A student gifted in art might be better advised to take the Arts and Science Course with the Art Option, or the Science, Technology and Trades Course (with double option time in Art) if the latter course is available in the community.

Similarly, girls who wish to take studies in music or home economics should elect the Arts and Science Branch or, in the latter case, the Science, Technology and Trades Branch with double option time in Home Economics.

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Subjects of Study (See Chart 1)

The obligatory subjects of English, History, Geography and Physical and Health Education are common to all five-year programmes. In the Secretarial Course, some additional work in English will be required for the study of various aspects of business communication.

The academic options should be chosen carefully to prepare the student for the post-high school course of her choice. Secretarial students should have interest and competence in language; the choice of two or more languages is possible, and may be desirable.

Since Science and Mathematics are obligatory in Grades 9 and 10, it will be difficult for a secretarial student to elect Latin unless provision is made for Grade 10 Latin classes outside of regular school hours or special permission is granted to take Grade 10 Latin in lieu of Mathematics or Science.

The Business and Commerce Subjects

Twenty percent of the total time (8 or 9 periods a week) is available for commercial studies.

Since students may change their plans at the end of Grade 9, it is essential that the subjects taken in Grade 9 should not interfere with inter-branch transfers.

Typewriting, four or five periods weekly, is obligatory. If a student transfers to Grade 10 of the Arts and Science Course she will have a desirable skill for personal use. If a student transfers to the Business and Commerce Branch in Grade 10, without having taken typewriting in Grade 9, she can be accepted into the Grade 10 Typewriting class, placed on a beginner's schedule and, if necessary, worked overtime to enable her to catch up to the rest of the class; if she is at a lower skill level by the end of Grade 10 she has further opportunities to improve her relative standing in Grades 11 and 12.

The remaining periods should be devoted to Business Practice. This is a broad course outlining the many aspects of business which enter into the life of the average citizen; it should stress consumer education and the ability to solve the business problems which confront the layman. While it should help in the development of good work habits, it should not become a course in record-keeping. Imaginative teaching should lift this subject from the plane of "routine-learning" to that of "problem-solving" and communicating.

Many students enter the secondary school with poorly-developed handwriting and untidy work habits. It is desirable, therefore, to devote the first part of the Business Practice course (all periods available) to a short, intensive course in penmanship. This course can produce worthwhile results in six or eight weeks; Business Practice is given for the balance of the year. Teachers of all subjects should cooperate by demanding improved standards of penmanship in the day-by-day work of their pupils.

Grade 10

The second course in typewriting and a first course in shorthand are offered, with about equal time division between the subjects. Since the pupils are of superior ability, the objectives are raised in the area of skill development.

Grade 11

The Office Practice course will consist of the present Grade 11 course (see I. and S. 8, pp. 31-32) and some of the topics of the Grade 12 course (pp.32-33)

The second course in shorthand will cover Course II and part of Course III indicated on page 29 of I. and S. 8.

Grade 12

The course in Grade 12 Secretarial Practice will be outlined in future editions of I. and S. 8.

Students may elect one other course in Business and Commerce at the senior level:

One-year course in bookkeeping for secretaries
Business Organization and Management
Business Machines
Business Law and Economics (on semester basis)
Business Finance and Investment

Grade 13

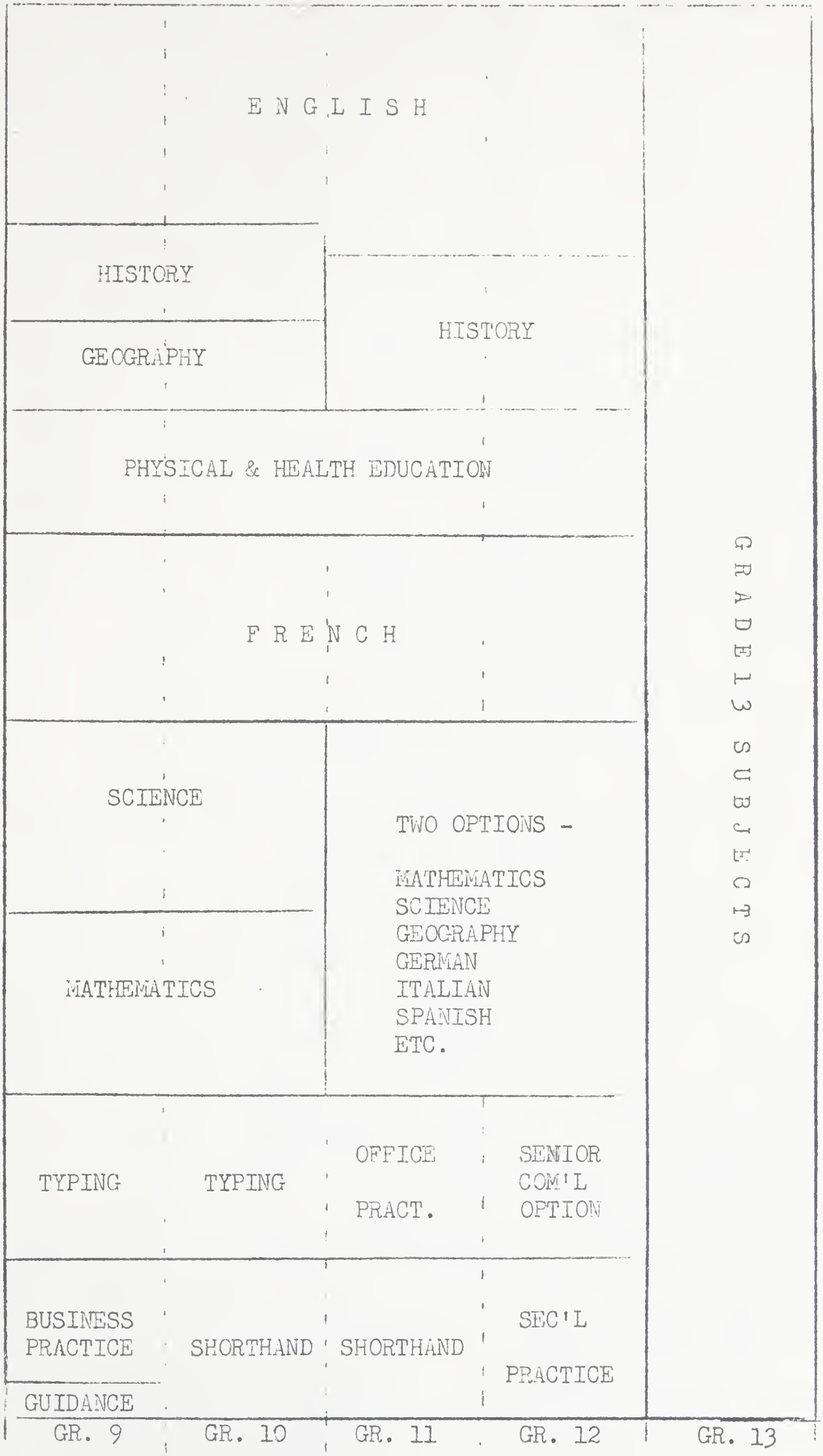
Pupils may elect the Grade 13 course in Secretarial Practice, and the Grade 13 course in Mathematics of Investment if they have taken an option in Mathematics.

The other Grade 13 subjects will depend upon the options carried throughout, and the choice of post-high school education.

SPECIAL NOTES

1. Since 80% of the class time is common to all five-year programmes, economical class groups can be provided by individual time-tabling. Smaller groups for the 20% of time in business subjects can be defended by the principal.

2. Since more intensive courses in business are provided in the five-year programme, the classes must not be combined with those of the four-year courses in the Business and Commerce Branch.


ENGLISH
HISTORY
HISTORY
GEOGRAPHY
PHYSICAL & HEALTH EDUCATION
FRENCH
SCIENCE
TWO OPTIONS -
MATHEMATICS
SCIENCE
GEOGRAPHY
GERMAN
ITALIAN
SPANISH
ETC.
MATHEMATICS
TYPING
TYPING
OFFICE PRACT.
SENIOR COM'L OPTION
BUSINESS PRACTICE
SHORTHAND
SHORTHAND
SEC'L PRACTICE
GUIDANCE
GR. 9
GR. 10
GR. 11
GR. 12
GR. 13
FIVE-YEAR SECRETARIAL COURSE
GRADE 13 SUBJECTS

2. THE FIVE-YEAR ACCOUNTANCY COURSE

This course will be of particular interest to students who are planning post-high school courses in Commerce and Finance, Business Administration and Chartered Accountancy.

The popular options in this course will be French, Mathematics and Science or Geography.

Grade 9

The Grade 9 programme is the same as that for the Five-year Secretarial Course. Typewriting is given only in Grade 9, and the emphasis is on typewriting for personal use.

Professional accountants and auditors stress the desirability of good penmanship; a short, intensive course at the beginning of the Business Practice course, as suggested previously, is desirable.

Grade 10

The study of double entry bookkeeping will be started in Grade 10 (Course I, 4 or 5 periods).

Since the students will be taking general mathematics, the other Grade 10 commercial course will be business mathematics and business machines. The business machines will be used as tools during the course.

Grade 11

Accounting I will be offered, four or five periods weekly. The rest of the time will be devoted to Business Organization and Management, a new course of considerable complexity which lends itself to the case method of instruction.

Grade 12

Accounting II will be offered, four or five periods weekly. The choice of one additional senior commercial subject will be offered from the following:

Business Finance and Investment
Data Processing
Economics and Law (semestered)
Cost Accounting
Business Statistics

Grade 13

Courses may be offered in Grade 13 Accountancy Practice and Mathematics of Investment and students may write the Department of Education Grade 13 papers in these subjects.

Other papers which might be selected by students who have taken the options in French, Mathematics and Science are as follows:

English Literature
English Composition
History
Geography
French Authors
French Composition
Geometry
Algebra
Trigonometry
Physics
Chemistry
Botany
Zoology

It is obvious that students in the five-year Business and Commerce courses will not experience difficulty in securing nine papers of the Upper School. It will be reasonable to expect that they will qualify in ten or eleven papers.

FIVE-YEAR ACCOUNTANCY COURSE

GRADE 13 SUBJECTS

SAME OBLIGATORY AND OPTIONAL SUBJECTS AS IN FIVE-YEAR SECRETARIAL COURSE

GR. 9	GR. 10	GR. 11	GR. 12
TYPING (PERSONAL USE)	BUSINESS MACHINES & ARITH.	BUSINESS ORG'N & MANAGEMENT	COST ACC. OR FINANCE & INVEST. OR OTHER OPT.
BUSINESS PRACTICE	BOOKKEEPING	BOOK-KEEPING	ACCOUNTANCY
GUIDANCE			

3. THE FOUR-YEAR GENERAL BUSINESS COURSE

The four-year General Business Course has been in operation for many years. It is basically a course for girls of good average or above-average ability who intend to enter office occupations upon graduation. It provides greater diversification in commercial education than do the five-year courses.

The graduates are highly commended by their employers, who feel that the course prepares them well for starting positions in their offices. Consequently the programme remains much the same as before; the modifications are minor ones, as indicated below:

(a) The course in Business Arithmetic is enriched by the introduction and integration of elementary algebra.

(b) Science is obligatory in Grade 9.

(c) Any other senior business option may be substituted for the bookkeeping of Grade 12, if desired.

Since the commercial subjects in Grade 9 are the same as in the five-year courses, a superior student could transfer to Grade 10 of a five-year course without difficulty. In such cases it would be possible to elect a language, such as German, Spanish or Italian, which starts in Grade 10 or Grade 11.

Conversely, a pupil who wishes to transfer from any of the five-year courses can enter Grade 10 of the four-year General Business Course if he has passed Grade 9 successfully.

FOUR-YEAR GENERAL BUSINESS COURSE

GR. 9	GR. 10	GR. 11	GR. 12
ENGLISH			
GEOGRAPHY		HISTORY	ECONOMICS
HISTORY			
PHYSICAL - HEALTH EDUCATION			
BUSINESS ARITHMETIC (Including Elementary Algebra)			
SCIENCE	OPTION	SHORTHAND	SHORTHAND & TRANSCRIPTION
OPTION	OPTION		
TYPING	TYPING	OFFICE PRACTICE	OFFICE PRACTICE
BUSINESS PRACTICE	BOOK-KEEPING	BOOK-KEEPING	BOOK'G OR SENIOR BUSINESS OPTION
PENMANSHIP / GUIDANCE	PENMANSHIP	BUSINESS MACHINES	BUSINESS LAW

4. THE FOUR-YEAR ACCOUNTANCY COURSE

This course, designed primarily for boys of good average or above-average ability, is a radical departure from former business courses.

(a) The course in Business Arithmetic is enriched by the introduction and integration of elementary Algebra.

(b) Science is obligatory in Grade 9; it may be continued through Grade 12. Another option, from any area of secondary education, may be substituted in Grades 10-12, e.g., Drafting, Art, Music, Distributive Education, another language, etc.

(c) One other option of a general nature may be taken in Grades 9 and 10, e.g., Instrumental Music, Art, Industrial Arts or Shop Work.

(d) Typewriting is offered in Grades 9 and 10 only. It is intended for personal use and to develop an appreciation of good style and correct form in business communication.

(e) The students take a bookkeeping and accounting programme in Grades 10 to 12 almost as heavy as that of the five-year Accountancy Course.

(f) In Grade 11, students will take a new course in Business Organization and Management, an enriched course in Business Machines, and Salesmanship or one of the new courses in speech and personality development.

(g) In Grade 12, the students will take two electives from the new commercial courses:

Data Processing
Business Finance and Investment
Cost Accounting
Business Statistics

As in the case of the Four-year General Business course transfers at the end of Grade 9 can be made without difficulty.

FOUR-YEAR ACCOUNTANCY COURSE

SAME OBLIGATORY SUBJECTS AS FOR FOUR-YEAR GENERAL BUSINESS COURSE

SCIENCE	OPTION FROM ANY AREA OF EDUCATION		
OPTION	OPTION	BUSINESS ORG'N & MAN'T.	OPTIONS FROM BUSINESS FINANCE DATA PROCESSING COST ACCOUNTING ETC.
TYPING	TYPING	BUSINESS MACHINES	
BUSINESS PRACTICE	BOOK-KEEPING	BOOK-KEEPING	BOOK-KEEPING
PENMANSHIP GUIDANCE	PENMANSHIP	PERS. DEV.	BUSINESS LAW
GR. 9	GR. 10	GR. 11	GR. 12

5. THE FOUR-YEAR CLERICAL COURSE

In the immediate post-war years there was a heavy demand for clerical workers. Many schools developed two-year terminal courses for students of low-average ability, and placed the students in low-skilled, repetitive jobs.

Conditions have changed radically in the past year or two. In many large concerns data processing installations have eliminated many clerical tasks. The business executive, with larger labour forces available, is becoming more discriminating, and is demanding commercial graduates for his office positions.

The task of the school now appears to be one of keeping these mediocre students in a four-year programme, and concentrating very heavily on the skill subjects. The academic subjects must be lightened sufficiently to give the students the opportunity to achieve within the limits of their capacity.

The following points are worthy of note:

(a) The course in Business Arithmetic should stress basic computing skills; algebra should not be attempted.

(b) The courses in Typewriting and Office Practice should be intensive, with more than ordinary amounts of time allotted. The students should attain high levels of skill. If desirable, double amounts of time can be provided in Grades 9 and 10 in place of an additional option.

(c) A considerably increased amount of time is provided for the courses in Business Machines in Grades 11 and 12.

(d) Record Keeping is advocated in Grade 10 instead of double-entry bookkeeping. Students may elect double-entry bookkeeping in Grades 11 and 12, or may choose some other course, such as Distributive Education.

If the students are selected carefully in Grade 9, there is only a remote possibility of an individual having the capacity to transfer to another course in Grade 10.

SINCE BOYS OF LOW ABILITY HAVE LITTLE CHANCE OF PROMOTION IN OFFICE OCCUPATIONS, THERE SEEMS TO BE NO PURPOSE IN ENROLLING THEM IN A CLERICAL COURSE. Other occupational fields should prove to be much more attractive to them.

FOUR - YEAR CLERICAL COURSE

GR. 9	GR. 10	GR. 11	GR. 12
ENGLISH			
HISTORY		HISTORY	ECONOMICS
GEOGRAPHY			
PHYSICAL - HEALTH EDUCATION			
BUSINESS ARITHMETIC			
SCIENCE	OPTION	BUSINESS MACHINES	BUSINESS MACHINES
OPTION	OPTION		
TYPING	TYPING	OFFICE PRACTICE	OFFICE PRACTICE
BUSINESS PRACTICE	RECORD KEEPING	BOOKKEEPING OR OPTION	BOOKKEEPING OR OPTION
PENMANSHIP	PENMANSHIP	PENMANSHIP	BUSINESS LAW
GUIDANCE			

6. THE SPECIAL ONE-YEAR COMMERCIAL COURSE

The Special Commercial Course has been very successful in Ontario, not only in the larger centres of population but also in the smaller school districts.

In the past couple of years there has been an encouraging improvement both in enrolment and in quality of pupils. At present, more than half of the pupils in Special Commercial classes are from Grade 12 or Grade 13.

This is important. The course should not be a haven for weak pupils who are not succeeding in another course. It should be a source of intelligent and well-trained workers for office occupations.

The traditional course is suitable for girls, and is retained in its present form. Pupils who have completed part of the work by taking the commercial option of the General (Arts and Science) Course should be encouraged to take other options, including Upper School subjects, at the time the other students are taking typewriting and bookkeeping.

7. THE SPECIAL COMMERCIAL COURSE IN BUSINESS MANAGEMENT

A new Special One-year Course will be of particular interest to boys who have the potential to become the executives of the future.

Many boys complete Grade 12 and part or all of Grade 13 and "drift" into business. They have no special training for their new work and unless there is a fine system of in-service training they are handicapped and their advancement is retarded. Then, too, with the move toward greater automation of offices, there will be an increased demand for young men with competence in accounting, mathematics and other business subjects. The new Special Course should fill a real need.

The chart on the following page gives a suggested programme. The courses in Accountancy and Mathematics of Investment are heavy, leading to the Grade 13 papers.

If typing for personal use is desired, the time allotted to some of the other subjects may be reduced to provide the necessary four or five periods weekly.

TRADITIONAL SPECIAL COMMERCIAL

PHYSICAL ED.
BUSINESS ENGLISH
ECONOMICS AND LAW
PENMANSHIP
ARITHMETIC & R. CAL.
BOOKKEEPING
TYPEWRITING AND OFFICE PRACTICE
SHORTHAND

NEW SPECIAL COMMERCIAL BUSINESS MANAGEMENT COURSE FOR BOYS

PHYSICAL ED.
BUSINESS ENGLISH WITH DICTATION PRACTICL
ECONOMICS AND BUSINESS LAW
BUSINESS MACHINES THEIR USE AND APPLICATION
BUS. ORG. & MANAGEMENT (TWO TERMS) ELEM. COST ACCOUNTING -(ONE TERM)
BUSINESS ARITHMETIC AND MATH. INV. (GRADE 13)
BOOKKEEPING AND ACCOUNTANCY (GRADE 13 PAPER)

8. THE TWO-YEAR COURSE IN DISTRIBUTIVE EDUCATION

While the opportunities in office occupations will, in the future, be extremely limited for students who have not graduated from the secondary school, there should be opportunities in merchandising and service industries.

Two-year terminal courses in Distributive Education may be of interest in certain schools; the programmes should be worked out locally in co-operation with firms which are willing to employ the pupils who complete the course. Such programmes might well include co-operative work experience.

A tentative programme is illustrated on the following chart.

English	7	With strong emphasis on oral work
History	3	With strong emphasis on civics and current events
Economic Geography	3	Including the study of a wide range of products
Physical Education	4	
Business Arithmetic	5	Emphasis on buying and selling, mark-up, profit and loss
Home Econ. or Ind'l Arts or Science	5	These courses can be most useful and should be related to the needs of these pupils and their future occupations
Typewriting	5	Some work in business machines can be added in Grade 10
Penmanship	3	Most useful in the retailing field

The ten periods for Distributive Education should be devoted to four courses in Grades 9 and 10 selected from the following (or other courses developed at the local level):

Record Keeping for Stores
Store Organization
Retail Selling
Retail Display or
Art Related to Display

TWO-YEAR TERMINAL DISTRIBUTIVE EDUCATION COURSE

GR. 9	GR. 10
ENGLISH	
HISTORY	
ECONOMIC GEOGRAPHY	
PHYSICAL & HEALTH EDUCATION	
HOME ECON. OR INDUST. ARTS OR SCIENCE	
TYPING	TYPING
STORE ORG'N	RETAIL SELLING
RECORD-KEEPING FOR STORES	RETAIL DISPLAY OR ART
BUS. ARITH.	BUS. ARITH.
PENMAN-SHIP	PENMAN-SHIP

THE COMMERCIAL OPTION OF THE GENERAL (ARTS AND SCIENCE) COURSE

The traditional pattern of the commercial option has been as follows:

Grade	9	Business Practice (Optional)
	10	Typewriting
	11	Typewriting
	12	Bookkeeping

The option has sometimes been criticized because the instruction in typewriting and bookkeeping has been job-oriented, and the personal-use objectives have been minimized or neglected.

More than once employers have hired students without reference to the school and with the mistaken belief that the person who took the commercial option is a competent commercial graduate. In such cases the employers have been critical of the standards of attainment.

It is suggested that principals experiment with other optional arrangements, such as the following:

Grade	9	Typewriting for Personal Use
	10	Business Practice (Optional)
	11	Economics and Business Law (semestered)
	12	Business Finance and Investment

Grade	9	Typewriting for Personal Use
	10	Another year of typewriting
	11	Economics
	12	Business Law

Typewriting should not be given in junior classes unless four periods weekly are available.

COMMERCIAL OPTION FOR OTHER COURSES

Under ordinary circumstances, boys in technical classes at the Grade 9 and 10 level should not be given instruction in typewriting.

If there is time available in Grades 11 and 12, worthwhile courses can be given in commercial subjects. They should be related to the needs of the students; the cooperation of commercial teachers and shop teachers in their preparation is imperative.